Purchase, installation, and programming 24-hour emergency call boxes and two-way radios.
Bid No. PR-08-03

ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT #513
815 North Orlando Smith Road
Oglesby, Illinois 61348

August 30, 2007

Sealed bids are invited for the purchase, programming and installation of 10 emergency call boxes, 6 Kenwood, Model TK3170, two-way radios, and 19 Kenwood, Model TK3160 two-way radios.

INSTRUCTIONS TO BIDDERS
Bids will be accepted until 2:00 p.m., Tuesday, September 25, 2007 at the office of Pat Reed, Director of Purchasing, Room C-344, third floor of building C, Illinois Valley Community College. Bids will be publicly opened in Room C342 and read aloud at the time. Bids received after this time will not be accepted will be returned to you unopened.

Bids must be made in accordance with the instructions contained herein. Bids must be submitted on the forms furnished by the College in a sealed envelope to the Purchasing Office plainly marked with the Bidder’s Name and Address. A mailing label is enclosed for your convenience. Faxed bids will not be accepted.

SITE INSPECTION
Prior to bidding, site inspection is required and shall be verified by sign-in at the IVCC Facilities office, Room A-109. To schedule a site visit, call Scott Curley; 815.224.0301 or Pat Reed; 815-224-0417.

DELIVERY
Does not apply to this bid

TAX EXEMPTION
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS
Illinois Valley Community College, District 513, requires the signature on bid documents to be that of an authorized representative of said company.

Each Bidder, by making her/his bid, represents that she/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

BIDDING PROCEDURES
1. No bid shall be modified, withdrawn, or canceled for sixty days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the Purchasing Director who will, if necessary, send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing.
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REJECTION OF BIDS
The bidder acknowledges the right of the College Board to reject any or all bids and to waive informality or irregularity and to accept that bid which is considered to be in the best interests of the College.

ACKNOWLEDGEMENT OF ADDENDA
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. Failure to acknowledge receipt of addenda on bid submitted may result in disqualification of bid.

BID SECURITY
Bid security, in the amount of not less than ten percent (10%) of the bid amount, payable to the owner, and in the form of a certified check, cashier’s check, or bid bond must accompany bids. Such security will be considered a pledge that the bidder will enter into a contract on the terms stated in bid and will furnish bonds covering the full performance of the contract and full payment of all obligations arising therefrom. Should bidder, if selected, refuse to enter into contract or fail to provide satisfactory bonds, bid security will be forfeited to the college as liquidated damages, not as a penalty. Bid security will not be forfeited in the event that the College fails to enter into a contract.

PERFORMANCE BONDS
The successful bidder will be required to furnish a pay for a satisfactory Performance and Payment Bond in the full amount of the contract.

INSURANCE
Successful bidder shall submit a Certificate of Insurance before start of work.

INVESTIGATION OF BIDDERS
The College will make any necessary investigation to determine the ability of the bidder to fulfill the bid requirements. Illinois Valley Community College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PREVAILING WAGE RATE
Vendor shall not pay less than the prevailing rates of wages as determined by the Illinois Department of Labor for those performing work and shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

CERTIFICATION FORM
Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

EQUAL OPPORTUNITY EMPLOYMENT
1. IVCC is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission.
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2. Illinois Valley Community College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

Pat Reed
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
Purchasing Department
815 North Orlando Smith Ave.
Oglesby, IL 61348
Telephone: (815) 224.0417
pat_reed@ivcc.edu
**ITEMIZED BID FORM**

From: ___________________________________________________________________

The undersigned, having examined the premises of the work and being fully aware of existing conditions affecting the cost of the work, including applicable codes, regulations and statutes, and having completely and fully examined the Bidding Documents for the subject project and having full knowledge of the conditions and requirements thereof, proposes to perform the work in full compliance with the conditions and requirements of the Bidding Documents.

<table>
<thead>
<tr>
<th>Item#</th>
<th>QTY</th>
<th>Description</th>
<th>Make &amp; Model being proposed</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>Emergency Call Boxes, solar powered, stand alone, self contained devices per the attached specifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>Spare batteries for above units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Repair kit for call boxes to include a tool/mechanism to reprogram the announcement message in the call box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>Kenwood, Model TK3170 with 1950 mah lithium ion extended life battery, antenna, belt clip and single unit rapid rate charger</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>19</td>
<td>Kenwood, Model TK3160 with 1950 mah lithium ion extended life battery, antenna, belt clip and single unit rapid rate charger</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>1950 mah lithium ion extended life batteries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**ADDENDUM RECEIPT:** Receipt of the following Addenda to the Bidding Documents is hereby acknowledged:

No.____, Dated_______________
No.____, Dated_______________
No.____, Dated_______________

**STIPULATIONS:** The undersigned agrees to the following stipulations:

Representative Name and Title: ____________________________________________________________

Representative Signature: ________________________________________________________________

Company Name & Address: __________________________________________________________________

Date ____________________ Phone # ____________________ Fax # ____________________
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Illinois Valley Community College
Call Boxes and Two-Way Radios

COURTESY “NO BID” RESPONSE

If your company decides not to submit an offer, Illinois Valley Community College, District 513, would appreciate your input as to why you are not participating. Please indicate your reason and return by bid due date to:

Pat Reed, Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Ave.
Oglesby, Illinois  61348
Phone: 815.224.0417
Fax: 815.224.0294

_____ previous commitments
_____ Unable to supply service
Other __________________________________________________________
______________________________________________________________

______________________________________________________________

Company Name

______________________________________________________________

Date

______________________________________________________________

Signature
CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE
DISTRICT 513
OGLESBY, IL  61348

Pertaining to the bid titled:  Call Boxes and Two-Way Radios

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

_____________________________________
NAME OF CONTRACTOR/BIDDER

_____________________________________
TITLE

_____________________________________
DATE

THIS FORM MUST BE RETURNED WITH YOUR BID TO:

Illinois Valley Community College
Director of Purchasing
815 North Orlando Smith Road
Oglesby, Illinois 61348